



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

July 24, 2009

**COMPTROLLER'S MEMORANDUM NO. 2009-19**

TO: All Department Heads

ATTN: Telecommunications Coordinators

SUBJECT: Update of Government Section Listings in Hawaiian Telcom 2010 Directory for the Island of Oahu

Hawaiian Telcom is updating the government section listings of the 2010 Hawaiian Telcom telephone directory via email.

This is for the Hawaii State Government Section only. Please review the attached Excel format listing (as it currently appears on the white pages of the telephone directory) for your department. Edit instructions and an instruction sample are on the first two worksheet tabs. Any edits should only be made in the last three columns to the right of the page. If there are no changes, please respond by indicating "No Changes for Entire File" on the department name line, under the "Comments, Changes & Notes" column.

Please coordinate all directory update submissions through your departmental Telecommunications Coordinator or designated representative and submit them directly to Hawaiian Telcom via email to [HT-DSC-BUS@hawaiiantel.com](mailto:HT-DSC-BUS@hawaiiantel.com) by 4:15 p.m. on Friday, August 14, 2009.

If you have any questions, please call the Hawaiian Telcom Directory Support Center at 643-4477, Monday – Friday, 7:00 am – 4:15 pm, or the Information and Communications Services Division, Telecommunications Services Branch, at 586-1930, extension 699.

A handwritten signature in black ink, appearing to read "Russ K. Saito".  
RUSS K. SAITO  
State Comptroller

Attachment

Edit Instructions	
<b>A/C/D</b>	<b>Adds, Changes and Deletes</b>
<p>This is where you will indicate if you need to add, change or delete a line item from the listings. You can indicate your choice by entering either A for Adds, C for Changes or D for Deletes on the corresponding row.</p> <p>On the "Frequently Called" tab this is located in Column I. For the "Gov" tab this located in the F column.</p>	
<b>Indent</b>	<b>Preferred Indentation Level</b>
<p>You would use this to indicate your preferred level of indentation in your captioned listing for the corresponding line. i.e. 0 - would be for your main line (United States Government) 1 - would be your Departmental Headings (AGRICULTURE DEPARTMENT OF) 2 etc. - would be for your sub headings</p> <p>On the "Frequently Called" tab this is located in Column J. For the "Gov" tab this located in the G column.</p>	
<b>Comments, Changes &amp; Notes</b>	<b>Line Information &amp; Telephone Number Comment, Changes &amp; Notes</b>
<p>Use this to make any necessary comments or line and telephone number information for corresponding lines.</p> <p>On the "Frequently Called" tab this is located in Column K. For the "Gov" tab this located in the H column.</p>	
Adding a Line	
<p>When adding a line you must first insert a row at the location of the add. Do this by selecting the row that will be below the line you wish to insert. Right click on that row and then select "insert." Enter "A" in the A/C/D Column. Enter your preferred indentation level in the Indent Column Enter your comments and/or line and telephone number information in the Comments Column.</p> <p>*If you insert a row in the wrong place, to delete it you must use the "undo" edit function.</p>	
Changing a Line	
<p>Enter C in the corresponding space of the A/C/D Column Enter your preferred indentation level in the Indent Column Enter your comments and/or line and telephone number information in the Comments Column.</p>	
Deleting a Line	
<p>Enter D in the corresponding space of the A/C/D Column Skip the Indent Column Enter "delete" in the Comments Column.</p>	

## Instruction Sample

CRM Line#	Indent Level	Line Information	Telephone Number	CLEC ID	A/C/D	Indent	Comments, Changes & Notes
<del>United States Government</del> <del>Y12-0792 (Maui Book Main Cap)</del> <del>102403477100010</del> <del>DL0116267</del> <del>LS00128961</del>							
1	0	United States Government					
2	1	AGRICULTURE DEPARTMENT OF					
3	2	Animal & Plant Health Inspection Service					
4	3	Plant Protection & Quarantine Program					
5	4	Kahului Airprt	877-8757				
6	4	Kahului Airprt	877-5261		D		Delete
				A		4	Kapalua Airprt 111-1111
7	2	USDA Service Center					
8	3	Millyard Plaza Wailuku					
10	3	Farm Service Agency					
11	4	210 Imi Kala Suite 207	244-3100		C	4	Change TN from 244-3100 to 222-2222
12	5	Press Extension 2					
13	3	Natural Resources Conservation Service					
14	4	210 Imi Kala Suite 209	244-3100		C	3	Change Suite # to 208
15	5	Press Extension 3					
16	3	Rural Development			D		Delete
17	4	210 Imi Kala Suite 206	244-3100		D		Delete
18	5	Press Extension 4			D		Delete
19	3	Tri-Isle Resource Conservation Development Council					
20	4	210 Imi Kala Suite 208	244-3100				
21	5	Press Extension 5					
23	1	AIR FORCE					
24	2	U S Air Force Recruiting Office					
25	3	285 W Kaahumanu Ave Suite 215	873-8764				
				A		1	ALCOHOL TOBACCO & FIREARMS BUREAU OF
				A		2	Law Enforcement (24 Hours) 333-3333
				A		2	Compliance Operations 444-4444
26	1	ARMY					
27	2	Army Reserve					
28	3	Co B 411th Engineer Battalion					
29	4	Construction Reserve					
30	5	1686 Kaahumanu Av	244-5141				
31	4	Construction Reserve USAR Center					
32	5	1686 Kaahumanu Av	244-7284				
33	3	Unit Advisor					
34	4	1686 Kaahumanu Av	242-5551				
35	2	U S Army Recruiting Station					
36	3	1955 Main Suite 101	244-3937				
37	2	Waianae Army Recreation Center Oahu					
38	3	Reservations					
39	4	Toll Free Dial 1 & Then	800 847-6771				